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# Curriculum Plan

<Course Name>

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## Executive Summary

[This section provides an overview of the purpose and rationale, identifies the critical success factors of the training approach, summarizes key findings & recommendations, and describes the components of the Training Curriculum Plan]

### MACRO TRAINING DELIVERY STRATEGY

This training strategy is the blueprint that describes the steps to designing, developing and providing an effective end user training and support program

Clear, concise business training will provide users with the new skills and knowledge to realize the full potential of new processes and systems. The quality of the training and support materials provided to users directly impacts the extent to which they accept and integrate the processes and system into their work environment.

The training strategy provides a framework to determine:

- What training will be developed
- When training will be delivered
- Where training will be delivered
- How training will be delivered

This section presents the recommended training medium and training methodology. Potential media alternatives for training are described and evaluated in terms of their relative advantages and disadvantages. The phases necessary to implement training and the work products for each phase are explained in detail.



## Purpose of Training

[Describe the purpose and objectives of X training]

A curriculum plan is used to define the performance support needed to ensure the successful transition from the current to the future business environment. A curriculum plan maps the organizational jobs and roles to the appropriate training and performance support method.

The curriculum plan outlines the following:

- Role
- The training modules mapped to each role
- Course and module names
- Number of hours required to complete the module
- Projected number of participants in each module
- The training support delivery approach



## Training Courses

### Approach

[Describe the process used to identify training courses. Explain the matrix below and any assumptions made. Refer to Training Needs Analysis as necessary]

### Training Course List

[Use the following charts to summarize the training courses to be developed]

Training Subjects	Course Name	Course Objectives
1. [List Training Subjects from Training Needs Analysis]	[Course Name]	[List Course Objectives]
2. [Note: There may not be an one-to-one correlation between Training Subjects and Courses]		
3.		



## Course Specifications

### Approach

[Describe the process used to develop the Course. Explain the structure of courses:

- Name
- Description
- Objectives
  - At the end of this course, the user will be able to:
    - Identify
- Structure
  - Length of Course:
  - Prerequisites:
  - Primary Audience:
- Content

### Course Specifications

[Insert Course Specifications document]



<b>Assumptions / Comments</b>
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[Summarize the results of the evaluation of existing materials and options using the headings below.]

**Existing Training Materials**

**Classroom Specifications**

**Available Training Facilities**

**Potential Instructor Candidates**



## Appendices

e.g. User Group and Course Matrix

e.g. Timeline

This section outlines the timeline and critical milestones

<b>Training Course</b>	<i>April '01</i>	<i>May '01</i>	<i>June '01</i>	<i>July '01</i>	<i>August '01</i>	<i>September '01</i>	<i>October '01</i>	<i>November '01</i>	<i>December '01</i>	<i>January '01</i>
<b>IL Course #1</b>										
<b>CBT</b>										
<b>Web-based</b>										

e.g. Instructor Guide Prototype

e.g. Participant Guide Prototype